

# TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

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## REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124 TASK NO. 443 AMENDMENT	443-782-06-20-89	01

TASK TITLE: (NTE 80 characters; include Project name)

### Risk Management for NGST Program

APPROVALS: (Type or print name and sign)			
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE
J. D. Blackwood <i>J. D. Blackwood</i>	12/20/00	730	443
BRANCH HEAD	DATE	CODE	PHONE
Jonathan Bryson <i>Jonathan Bryson</i>	12/20/00	443	443
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE	PHONE
Robert S. Lehair, Jr. <i>Robert S. Lehair, Jr.</i>	12/22/00	560	301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)	CONTRACTING OFFICER'S QUALITY REP.	DESIGNATED FAM:	
[X] NO [ ] YES			

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.	(To be completed by Contracting Officer) C.O. Requested Quote on: Date:
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Contractor will develop specification or statement of work under this task for a future procurement.	[X] NO [ ] YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	[ ] NO [ ] YES [X] N/A
Government Furnished Property/Facilities:	[X] NO [ ] YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	[ ] NO [X] YES If yes: [x] TOTAL [ ] PARTIAL If partial, indicate onsite work in SOW by asterisk (*)

Surveillance Plan Attached:	[X] NO [ ] YES
Highlighted Contract Clauses:	(to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 1/2/01.

### INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<u>X</u> No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 133,030.

The target fee of this task order is \$ 8,530.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 141,560.

The maximum fee is \$ 12,467.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"
<div> <i>Theresa J. Becker</i>            SIGNATURE OF CONTRACTING OFFICER         </div> <div>           1/23/01            DATE         </div> <div> <i>Theresa J. Becker</i>            TYPED NAME OF CONTRACTING OFFICER         </div>

CONTRACTOR'S ACCEPTANCE:
<div>           _____            AUTHORIZED SIGNATURE         </div> <div>           _____            DATE         </div>

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>CONTRACTOR</b>	<b>CONTRACT NO./TASK NO.</b>		
QSS Group, Inc.	NAS5- 99124	TASK NO. 443	AMENDMENT

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

See page 3.

**PERFORMANCE SPECIFICATIONS:**

See page 4.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** 12/31/01

**MILESTONES/DELIVERABLES AND DATES:**

See page 4.

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the deliverables/milestones

**Technical:** ATR's acceptance of the deliverables

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

J. D. Blackwood, Bldg 7, Room 274A

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Contract NAS5-99124

Task #: **443****STATEMENT OF WORK****Task Description:**

The contractor shall perform the following activities:

1. Plan and implement (in consultation with the ATR and other members of the NGST System Engineering Team) a Risk Management Program for NGST, incorporating the current Risk Management Plan and risk list as a starting point.
2. Working with members of the Systems Engineering Team and other NGST project personnel, identify, analyze, plan and recommend action plans for, and track technical, cost, schedule and performance risks for the NGST Program.
3. Evaluate risk management approaches for several other missions identified in consultation with the ATR, and incorporate elements of these approaches into the NGST Risk Management Program.
4. Develop and deliver revised NGST Risk Management Plan on April 2, 2001 and continue to maintain this plan as required.
5. Deliver a final of the NGST Risk Management Plan on November 19, 2001.
6. Evaluate risk database tools and risk decision aid tools, and recommend adoption of selected tools to the NGST Project.
7. Provide supplemental training for project personnel on risk management as needed, and arrange additional outside training as necessary.
8. Develop and present monthly formal reports on risk status to project personnel, and outside review panels as needed, together with more frequent informal reports as required.
9. Deliver formal contractor task status reports on the 15<sup>th</sup> of each month.

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Task #: **443****PERFORMANCE SPECIFICATIONS**

The NGST Risk Management Plan document deliverables shall include the following contents at a minimum:

- 1) Introduction
- 2) Risk Management Overview
- 3) NGST Risk Management Organization
  - a) Risk Control Board
  - b) Risk Engineering Analysis Team
- 4) Subcontracts and Risk Management
- 5) Risk Management Activities
  - a) Risk Identification
  - b) Risk Analysis
  - c) Risk Action Planning
  - d) Risk Tracking
  - e) Risk Control
- 6) Risk Management Database and Procedures
- 7) Risk Management Decision Tools
- 8) Dissemination of Risk Information
- 9) Current Risk List

**Qualitative and Quantitative Performance Metrics:**

The following lists both quantitative and qualitative metrics that will be used to measure the technical performance of all of the activities described in this SOW. Qualitative metrics are used where performance is event-driven and relies on interaction with the 'user' community, coordination with others, and other associated factors.

<b>Evaluation Item</b>	<b>Metrics</b>
Management	<ul style="list-style-type: none"> <li>• Accomplishment of objectives</li> <li>• Clear, incremental progress</li> <li>• Responsiveness to issues</li> <li>• Coordination with and good working relationship with task lead and other designated points of contact within the project</li> <li>• Successful verbal and written communications with other teams with varied technical points of view</li> <li>• Flexibility within scope of the contract</li> <li>• Schedule adherence</li> </ul>
Technical Objectives	<ul style="list-style-type: none"> <li>• Use of recent and relevant NASA/GSFC and other project mission data</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Technical accuracy</li> <li>• Use of graphics and/or tables to illustrate point</li> <li>• Clear/concise message</li> </ul>
Costs	<ul style="list-style-type: none"> <li>• Within 115% of target cost</li> </ul>

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Task #: **443****MILESTONES/DELIVERABLES AND DATES:**

<b>Milestone</b>	<b>Delivery / Completion Date</b>
Risk Management Plan Review Draft	3/12/2001
Delivery of Risk Management Plan	4/2/2001
Review Draft of Final Risk Management Plan	10/8/2001
Delivery of Final Risk Management Plan	11/19/2001
Technical Progress Report	15 <sup>th</sup> of each month
Risk Status Report to Project	1 <sup>st</sup> of each month